



RECORD OF MEETING

Venue: Sienna's, Mt Lawley

Tuesday 28th October 2008 6.40pm – 8.25pm

Attendance: Carmen Stewart, Olga Mawhinney, Patricia Cestrilli, Anita Gantz, Gen Baker, Janet Hummerston, Sarah Hannah, Lynda Kuntj

Apologies: Nil

1. AGM proceedings –

- Discussion regarding location and procedure for AGM
 - i. Unanimous decision to book the same venue as last year ie Art Gallery of WA lecture theatre (\$150 booking fee); meet at gallery café prior to meeting.
 - ii. Date for **AGM – Sunday 21st February.**
 - iii. All office bearer positions will be vacant.
 - iv. Existing office bearers wishing to remain on the committee must re-nominate.

2. Proxy forms – Discussion regarding the intention to boost the number of votes by using proxy forms, as only 17% of members voted at the last AGM. This will make it more of an equitable process, giving our country members the opportunity to vote.

- Cost of mailing the proxy forms as well as providing a reply paid envelope was discussed. Too costly!
- Unanimous decision to make the proxy form available for downloading from the Art ED website; members requested to post the completed form to the Art Ed PO box.
- Timeframe for nominations discussed –
 - i. Expression of interest for committee positions is required as soon as possible. An advertisement needs to be published on the website.

- ii. **Expressions of interest must be in by Friday 28th November** ie the day of our Art Ed Christmas function where it may also be handed in.
- iii. The proxy form to be available the following Monday 1st December.
- iv. **Deadline for collation of proxy forms 7th February 2009.**

Action: Olga to make proxy form available – to include 4x office bearers and 5x ordinary members responsible for a committee ie:

- *President, Vice President, Secretary, Treasurer*
- *Membership*
- *Secondary convener including Professional Development*
- *Primary convener*
- *1st Love*
- *Communications – Journal & Website*

Action: Lynda to provide Olga with a template.

3. **Recruiting committee members** – Suggestion ... executive committee phone 10 members each to personalise contact with members to promote voting and recruitment.
4. **Gifts** – Discussion as to whether these are necessary.
 - Decision made by committee that gifts are unnecessary since we work in a voluntary capacity.
 - A letter of acknowledgement and thanks from the President as well as a year's free membership could be sufficient depending on the length of service.
5. **Jackson's Insert** – The insert to go into next years Jackson's catalogue and prepared by the Journal committee was unavailable for viewing yet deemed by the Journal sub-committee to be ready for printing. The Journal sub-committee was praised for the commitment and enthusiasm in getting this leaflet compiled in such a short time. Apparently it includes three secondary and primary project briefs in a new format (like the journal) in eight pages of colour.
 - It must be emphasised that sub-committees such as Journal/Publications seek approval from the Executive committee prior to any expenditure of Art Ed finances as the Executive committee is acting on behalf of all members as per the Constitution.

- The President is able to source the printing cost at half the quoted price that was previously obtained (for twice as many copies ie 2,500 copies).
- The insert will be available to members as well as to beginning teachers.

6. Professional Development –

- Professional development days have been successful this year.
- Digby DeBruin would like to offer courses relating to the new COS (like the ProArt courses in previous years) but in conjunction with the Art Ed Association of WA.
- The Primary convener has organized sharing sessions in Week 4 and Week 5 this term; the invitation goes out to members and non-members with discounted membership to Art Ed WA being offered.
- A planning meeting for Secondary to be held on 4th November. A timeline to be established for activities in 2009.
- Suggestions – Throwing and turning pots one weekend followed by Raku firing at Toodjay, in winter. 'Get in Touch with your Wheel Workshop'.
- Post suggestions for PD's online or come to the meeting with ideas for 2009.

7. End of Year Function

- Many thanks to Leslee Rowlands and to Gen Baker for researching and organizing the venue.
 - **Freshwater Bay Yacht Club** (on the lawn)
Keanes Point, Hobb Place, Peppermint Grove.
RSVP by November 20.
 - **Friday 28th November.**

8. AOB

- Query regarding moneys being spent for catering of committee meetings
 - i. Budget of \$50 max (with receipts) for catering was set on 10th May 2008 for Executive committee meetings. Please note that all meals and drinks at restaurants/cafes have been paid by individuals at their own expense.

ii. Policy needs to be formulated for all committees.

- Gen Baker has spoken with Rosemary Wallace regarding Digby De Bruin's nomination for a special award for PTCWA and was informed that Digby is thrilled. Gen will represent Art ED WA at the presentations on Friday night at Curtin Gallery.
- **An urgent request to existing committee members** to provide the President with a job description of their position on a committee. The intention is to provide these details with the proxy form to enable us to better clarify to incoming new committee members the nature and degree of commitment that each job entails.

Meeting ended 8.25pm.